

**BY-LAWS
OF
THE PARKS AND RECREATION BOARD**

UPDATED May 24, 2021

ARTICLE I

Authority

Ordinance Number 29561, June 14, 1961, created a New Parks and Recreation Board (Board) and repealed all previous ordinances pertaining thereto.

ARTICLE II

Purpose of the Board

To serve in an advisory capacity to the City of San Antonio regarding Parks and Recreation.

ARTICLE III

Membership

Section 1. The Parks and Recreation Board shall consist of eleven members appointed by the City Council, one from each City Council District and one by the Mayor. Each of these appointees shall serve on the Board for unlimited two-year terms coterminous with those of the appointing City Council members, in accordance with the City's boards and commissions rules codified in Chapter 2, Article IX of the City Code. Representatives from the San Antonio Parks Foundation and the San Antonio Conservation Society are ex-officio non-voting Liaisons to the Board. The Board may add, by majority vote, additional ex-officio non-voting Liaisons to the Board representing partner/stakeholder organizations reflective with the mission of the Parks and Recreation Department.

ARTICLE IV

City Ethics Code Applicability

All Board members shall be subject to the requirements set forth in the City's Ethics Code, as applicable to City Officials. All Board members must file a Financial Disclosure Report with the Office of the City Clerk upon appointment, and annually thereafter, throughout the member's term. Failure to file a Financial Disclosure Report within the time required by the City's Ethics Code will be considered an automatic removal without any further action by the City Council.

ARTICLE V

DUTIES AND POWERS

Section 1. The Board shall, as the voice of the community, advise the Parks and Recreation Department and City Council, regarding community recreational facilities and services, needs and desires and recreation programming.

Section 2. The Board shall promote public awareness of the public recreational facilities and services provided by the City and encourage community participation in those programs.

ARTICLE VI

OFFICERS

Section 1. The officers of the Board shall be a Chair and a Vice-Chair.

Section 2. The Board shall annually select, by majority vote of members present, a chairperson and a vice-chairperson by no later than the first Board meeting held in the new Fiscal Year. The vice-chairperson shall preside at meetings in the absence of the chairperson.

ARTICLE VII

Meetings

Section 1. The Board shall meet at least six times a year, generally every other month, at a date and time to be set by the Board at the beginning of each calendar year.

Section 2. Special meetings may be called by the Chair or at least three members of the Board subject to notification of the presiding officer.

Section 3. The meetings of the Board shall be conducted according to Roberts Rules of Order. All procedural rulings of the Chair shall be final unless overturned by a vote of the majority vote of the Board.

Section 4. The Board's meetings shall be conducted in accordance with the Texas Open Meetings Act. A majority of all members of the Board shall constitute a quorum to convene a meeting; in all other matters which the Board may vote, a majority of the voting members in office shall be necessary for adoption.

Section 5. The following apply regarding absences:

- a. If a board or commission member's attendance at regularly scheduled meetings falls below fifty (50) percent on an annual basis from the

appointment date, or a member misses three (3) regularly scheduled consecutive meetings, the respective department liaison shall notify the Office of the City Clerk, who shall coordinate the attendance issue with the appointing Councilmember's office, or the Mayor. The City Clerk, upon approval by the appointing Councilmember or Mayor, as applicable, shall notify the member in writing that the member will be removed from the Board, without any further action by the City Council.

- b. Proxy votes are not allowed.

ARTICLE VIII

Amendment of Bylaws

Section 1. These bylaws shall be amended by a majority vote of the Board in regular or special called meetings.

Section 2. Amendments shall be reproduced and provided to each member of the Board and then filed with the Office of the City Clerk.

Section 3. Each Amendment shall be dated to indicate the date of effect. These bylaws shall be automatically amended to comply with future City Council ordinances pertaining to the Board.

ARTICLE IX

Applicability of City's Board and Commission Ordinance

The provisions of the City's Boards and Commissions Rules, codified in Chapter 2, Article IX of the City Code shall apply to this Board.